



National Fish and Wildlife Foundation APPLICATION FOR FUNDS

Incomplete Applications will not be considered.

APPLICANT INFORMATION

Organization (intended recipient): _____
Street: _____
City, State, Zip: _____
Home Page: _____
Congressional District: _____
Organization Type: _____
(non-profit corporation, for-profit corporation, individual, partnership, Federal agency, state agency, or local government agency, including state of organization if applicable)

Project Officer:	_____	Financial Officer:	_____
Telephone:	_____	Telephone:	_____
Fax:	_____	Fax:	_____
E-mail:	_____	E-mail:	_____

Tax Status: _____ Tax ID#: _____ Fiscal Year End (MM/DD): ____/____
(i.e., 501(c)(3), university, etc.)

Applicant Payment information

Bank: _____
Bank Address: _____
Account Name: _____
Account Number: _____ ABA Number: _____

PROJECT INFORMATION

Project Name: _____
Location(s) of Project: City: _____
State: _____
Country: _____
Congressional District(s): _____

Dates: Project Start Date: _____ Project End Date: _____
Application Submission Date: _____

NFWF FUNDS REQUESTED: \$ _____ (in U.S. dollars, rounded to the nearest hundred)

MATCHING CONTRIBUTIONS

Amount to be contributed to match NFWF Funds: \$ _____

Sources:	Received:	_____	\$ _____
		_____	\$ _____
	Application Submitted:	_____	\$ _____
		_____	\$ _____
	Intend to Apply:	_____	\$ _____

TOTAL PROJECT BUDGET (NFWF + MATCH): \$ _____

PLEASE SUBMIT THE COMPLETED APPLICATION (ONE HARD COPY VIA MAIL AND ONE ELECTRONICALLY). To make photocopying easier, please do not staple or bind Applications.

****INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED****

PROPOSAL NARRATIVE:

I. Two-sentence Project summary.

II. Project abstract (one page maximum) to include:

- A. Project purpose;
- B. Why the Foundation should fund this Project;
- C. Institutional description and partner justification (strengths of the Applicant organization and other collaborating organizations); and
- D. Project Deliverable(s) (these should be observable and measurable, such as # of acres to be restored and/or acquired).

III. Proposal:

- A. Project need -- Describe the conservation need(s) the Project will address;
- B. Objectives -- List the Project's specific objectives;
- C. Methodology -- Describe the Project's methodology and how objectives will be met;
- D. Research / management implications;
- E. Overall context -- If the Proposal is part of a larger program, please describe the larger program and how this component is integrated; and
- F. Map -- Show the location of the Project within the state and submit a Project site map, if applicable.

IV. Project Budget

Please provide a Budget for this Project, in the format below (if this space is not adequate, please attached a separate sheet of paper). Also, if this Project is part of a larger effort, please attach a copy of the budget for the entire effort.

The proposed Budget must be in compliance with OMB circulars that apply to the Applicant's organization and type of Project. (Please see <<http://www.whitehouse.gov/omb/>> for more information.). No part of the Budget may include general administrative overhead; NFWF provides funding for specific Project-related costs only.

Budget Category	Expense per Category	Matching Funds	NFWF Funds
Salaries & Benefits:			
Equipment:			
Other (please specify):			
TOTAL			

Please provide a detailed budget narrative and justification, including but not limited to:

Salaries & Benefits: List individual positions and the percentage of each individual's annual salary to be covered or the hourly rate to be paid. List Benefits separately by position. NFWF funds cannot be used for salaries of permanent Federal employees.

Equipment: List individual items and the per-unit costs. Equipment means tangible nonexpendable property having a useful life of more than one year and an acquisition cost of \$5000 or more per unit.

Other: Include all other Project expenses in this Budget category. List individual expenses and the per-unit costs.

V. Project Implementation:

NFWF organizes Projects and payment of funds by Project Phases to insure the timely release of NFWF Funds when needed by the NFWF Recipient for imminent Project expenses. A Project Phase is the group of activities that will be accomplished in a specific time period to meet the Project purpose. Projects typically consist of one to four Project Phases that are defined by observable milestones in the Project timeline.

Each Project Phase has its own Budget, including associated Matching Contributions and a Scope of Work identifying activities and measurable results. Please provide a breakdown of the Project by Project Phases in the format below. When developing Project Phases, consider imminent Project expenses and the timing of Project activities (points where Project success can be measured). The final Phase of the Project is paid in arrears. It can be structured to incorporate final Project activities and/or the submission and approval of the Final Financial and Programmatic Report.

Project Phase 1: (Write a brief Scope of Work for the phase)		Budget Category	NFWF Funds
		Salaries & Benefits:	
		Equipment:	
		Other:	
Anticipated Expenditures of Matching Contributions for Phase 1:			TOTAL

Project Phase X: (Write a brief Scope of Work for the phase)		Budget Category	NFWF Funds
		Salaries & Benefits:	
		Equipment:	
		Other:	
Anticipated Expenditures of Matching Contributions for Phase X:			TOTAL

Final Project Phase: (Write a brief Scope of Work)	Please note: payment for this Phase may serve as a Holdback until receipt of final reports and may be disbursed in arrears.	Budget Category	NFWF Funds
		Salaries & Benefits:	
		Equipment:	
		Other:	

Anticipated Expenditures of Matching Contributions for Final Phase:		TOTAL	
		NFWF PROJECT TOTAL	

ADDITIONAL REQUIRED INFORMATION

VI. FEDERAL AGENCY:

- A. Project Staff and their qualifications

VII. STATE OR LOCAL AGENCY:

- A. Project Staff and their qualifications
- B. Applicant's mission and goals
- C. List of Applicant's Board of Director's or Trustees
- D. Any A-133 audits for recipients of federal grants that total in excess of \$300,000 in one year.
- E. Most recent GAAP audited financial statements.

VIII. NON-GOVERNMENTAL ORGANIZATIONS (UNIVERSITY, NOT FOR PROFIT, ETC):

- A. Project Staff and their qualifications
- B. Applicant's mission and goals
- C. List of Applicant's Board of Director's or Trustees
- D. Applicant's Annual report
- E. Statement of any legal actions related to the Applicant's conservation activities or legal actions by the Applicant in which a land management agency is a party, which are pending, are anticipated, or were completed within the past year.
- F. Most recent IRS Form 990
- G. IRS determination letter.
- H. Proof of previous Federal Awards, if applicable.
- I. An A-133 audit for recipients of Federal grants that total in excess of \$300,000 in one year.
- J. Most recent GAAP audited financial statements.

If you have any questions concerning the above requirements, please contact the Foundation regarding alternative sources of documentation.

AGENCY/EXTERNAL REVIEWERS

The purpose of the agency and external review is to provide the Foundation with a critical review of pending Projects reflecting a range of disciplines, expertise, and viewpoints. External Reviewers should not be affiliated with the Applicant's organization (e.g., Board of Directors) or stand to directly benefit from the proposed Project. **All Proposals submitted to the Foundation are subject to review by a local Congressional delegation. In addition, the Applicant must submit the proposal for review to one External Reviewer from each of the following categories:**

- A. Federal Agency: U.S. Fish and Wildlife Service, NOAA, USDA-Forest Service, Bureau of Land Management, or other lead federal land / resource management agency;
- B. State or Local Agency: fish and wildlife management agency in the area where the Project will be carried out;
- C. Conservation / environmental organization;
- D. Academic institution; and
- E. Resource industry or corporation (e.g., timber, mining, and grazing interests).

The Applicant must ensure that these External Reviewers (minimum of one per category) submit their comments directly to the Foundation **no later than two weeks after the Application due date**. The Foundation reserves the right to require the Applicant to send the proposal to additional External Reviewers selected by the Foundation. **All reviews submitted to the Foundation are kept confidential. Applications will be considered incomplete until reviews are received.**

Please send copies of this Application directly to the External Reviewers listed below, along with copies of the Foundation's External Reviewer Guidelines (attached):

A) Name: _____ Title: _____
Organization: _____ Phone / Fax: _____
Address: _____

B) Name: _____ Title: _____
Organization: _____ Phone / Fax: _____
Address: _____

C) Name: _____ Title: _____
Organization: _____ Phone / Fax: _____
Address: _____

D) Name: _____ Title: _____
Organization: _____ Phone / Fax: _____
Address: _____

E) Name: _____ Title: _____
Organization: _____ Phone / Fax: _____
Address: _____

SIGNATURE OF APPLICANT *(An original signature page must be received with this Application.)*

I certify that the above information is true and accurate.

Organization Name: _____

By: _____

Print name and title: _____

Date: _____

National Fish and Wildlife Foundation EXTERNAL REVIEWER GUIDELINES

Please return this form with comments to the Foundation Project Manager named by the Applicant or from whom you received this form. All comments submitted to the Foundation will be kept confidential.

Project Name: _____

Applicant's Organization: _____

Foundation Contact: _____

Date Due: _____

Reviewer's Name: _____

Organizational Affiliation: _____

- I. SUMMARIZE in one sentence your position regarding the Proposal.
- II. EVALUATE the benefits of the proposed Project to the *conservation* and *management* of fish, wildlife, and plant resources.
 - A. Does the Proposal address a real conservation or management need?
 - B. Can the Project accomplish the stated objectives?
 - C. Do you believe that the Project's goal can be achieved under the proposed methodology?
 - D. Are you aware of other Projects, currently underway or proposed, which address this need?
 - E. How will this Project facilitate cooperation between Federal, state, and private organizations?
 - F. What is the weakest part of this Proposal?
- III. ORGANIZATIONAL QUALIFICATIONS:
 - A. Please assess the ability of the principal investigator and/or sponsoring organization to conduct the proposed work.
 - B. Are you aware of any conservation-related litigation in which this organization is currently a party?
- IV. BUDGET:
 - A. Is the proposed Budget reasonable?
 - B. Are you aware of other sources of funding, public or private, available for this Project?
- V. APPLICATIONS:
 - A. Evaluate the broader applied management potential of the Project.
 - B. Will this Project assist in your agency's or organization's fish, wildlife, and plant activities?
- VI. ADDITIONAL (Optional): Please provide any technical or other comments/suggestions you would like the Foundation to provide to the Applicant.